GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Tribal Welfare Department – Village Secretariat – Job chart for the post of Welfare and Education Assistant working in newly created posts in Village Secretariats in Scheduled Areas – Orders – Issued.

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SOCIAL WELFARE (TW.SER) DEPARTMENT

G.O.Ms.No.109 **Dated:23.10.2019**
Read the following:-

1. G.O.Ms.No.110, Dt.19.07.2019 of Panchayat Raj and Rural Development Department (MDL–1).
2. G.O.Ms.No.107, Dt.25.09.2019 of Social Welfare Department.
3. Director of Tribal Welfare Lr.Rc.No.SOW03/37/17/2019/IT SEC/COTW, Dt.11.10.2019.

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O R D E R :

In the reference 1st read above, for implementation of NAVARATNALU successfully, the PR&RD (MDL.I) Dept. have issued orders for recruitment of Welfare and Education Assistant posts working in the proposed Village Secretariats in entire State of A.P.

2. In the reference 2nd read above, Government in Social Welfare Department has issued orders for Job Chart to the post of Welfare and Education Assistant in Village Secretariats.

3. In the reference 3rd read above, the Director of Tribal Welfare has furnished proposals for Job Chart duly including Regulatory part i.e., LTR, PESA and RoFR Act for the Welfare and Educational Assistants in respect of Scheduled Areas of Andhra Pradesh and requested to issue necessary orders.

4. Government after careful examination of the matter, the job chart for the post of Welfare and Education Assistant for the Scheduled Areas of Andhra Pradesh is hereby issued and appended to this order.

5. The Director of Tribal Welfare, Andhra Pradesh, Vijayawada shall take necessary action.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.P.SISODIA
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director, Tribal Welfare Department, A.P., Vijayawada.
Copy to:
The Commissioner, Panchayat Raj & Rural Development, Tadepalli.
All the District Collectors in the State.
All the Project Officers of ITDAs in the State.
All HoDs and Spl.Secretaries/Secretaries
The P.S. to Hon'ble Deputy Chief Minister, Tribal Welfare Department.
The P.S. to Principal Secretary to Government (TW).
SF/SCs

//FORWARDED :: BY ORDER//

SECTION OFFICER

(ANNEXURE)
(G.O.Ms.No.109 SW (TW.SER) Dept., Dated.23.10.2019)

GOVERNMENT OF ANDHRA PRADESH
TRIBAL WELFARE DEPARTMENT
VILLAGE SECRETARIAT

JOB CHART FOR WELFARE AND EDUCATION ASSISTANTS

All the Welfare and Education Assistants shall attend the following duties without fail.

A) For Tribal Welfare:

General Duties:

1. Generating awareness among the public in the Village Secretariat jurisdiction about the schemes meant for the weaker sections of the society being implemented by all welfare departments and related welfare Corporations.
2. Ensuring identification of eligible persons for the above said welfare schemes.
3. Facilitating the eligible persons to apply for the said welfare schemes and get benefit from them without any administrative difficulty.
4. Providing feedback to higher authorities on the status of implementation of the said schemes.
5. Supervising over the work of all Village Volunteers working under the Village Secretariat as far as their welfare duties are concerned.

Specific Duties:

1. Ensuring eligible school/college going children of the village are admitted in welfare hostels/welfare institutions/other institutions and continue in school/college till they complete atleast Intermediate or equivalent course.
2. Ensuring that all eligible students of weaker sections of the village get the scholarships and other educational development grants /subsidies/materials provided by government for this purpose.
3. Ensuring that there is social harmony and respect for civil rights in the village and there is no practice of social discrimination in any form against the weaker sections in the village and report in case of any such instance to the Panchayat Secretary as well as higher authorities of Welfare departments.
4. Coordinating with the heads of the educational institutions in the area and motivate the students as well as parents of the students who are irregular in attendance or poor in studies to improve their performance. In case parents reside in another village, the data has to be transferred to the Village Secretariat concerned.
5. Ensuring that the unemployed youth of the weaker sections make use of the existing schemes of the government to improve their livelihood opportunities.
6. Coordinating with Banks for financial assistance to the eligible persons of the weaker sections of the society for setting up self-employment units to improve their livelihood opportunities.
7. Coordinating for upgradation of skill of the unemployed youth of the village for better livelihood opportunities.
8. Verifying YSR Kalyana Kanuka / YSR Giriputhrika applications.

B) Job Chart in respect of activities of Society for Elimination of Rural Poverty (SERP)

I. Pensions:

1. Monitoring the disbursement of pensions every month in the village.
2. Drawing cash and issue to the Village Volunteers every month.

(Conted..2)

3. Collecting unspent pension amount from Village Volunteers and credit to Pension account.
4. Collecting the death vacancy of pensions and update in website through Digital Assistant.
5. Monitoring the physical verification of new pensions and live pensions through Village Volunteers.
6. Sending proposals for new pensions to MPDO.
7. Sending monthly report to the MPDO.
8. Addressing redressal of pension related grievances at village level.

II. Institution Building (IB):

1. Identifying left over poor women and coordinate with VOA for forming of new SHGs or joining of existing SHGs.
2. Attending SHG/VO meetings along with VOA.
3. Creating awareness on all Government welfare Schemes in SHG/VO meetings.
4. Identifying eligible members of the Self-Help groups for government schemes like housing/pensions/bores, etc., and take resolutions from SHG/VO and coordinate with other welfare departments for their sanction.

III. Improving Livelihoods of the SHGs:

1. **YSR Aasara Scheme**: Creation of awareness on YSR AASARA scheme and distribution of certificates along with Hon'ble CM's letter addressed to eligible Self-Help Groups.
2. **YSR VLR Scheme**: Creation of awareness on eligibility criteria to avail 100% Interest subvention under YSR Vaddi Leni Runalu to all Self-Help Groups who took loans from the banks/Sthreenidhi. Should sensitize the SHGs for making prompt repayments and to become eligible to get benefit under the scheme.
   Coordination of the program for distribution of VLR reimbursement certificate along with Hon'ble CMs letter addressed to SHGs from time to time.

3. **Stree Nidhi Scheme**: Creation of awareness on Streenidhi Livelihood loans in the Village organization meeting.
   • Ensuring to avail 100% Credit limits of the Village Organization.
   • Educating the SHGs on Streenidhi deposit products.
   • After disbursement of Streenidhi Livelihood loans under (YSR - Vaddilenirunalu), it should be ensured that the scheme guidelines are followed by the loanees.

IV. YSR BIMA:

1. Creating awareness to enroll all un-organized workers in the GP through Volunteers.
2. Enrolling unorganized workers through Volunteers.
3. Submitting data through website.
4. Ensuring distribution of individual policy bonds/identity cards
5. Ensuring to give intimation to call center within one hour of death
6. Following up with Volunteers for receipt of claim documents.
7. Ensuring and collect Policy holder's children study certificates and data.
8. Ensuring distribution of scholarship through Volunteers.

C) Job Chart relating to Education activities:

1. Identifying dropout / never enrolled children in the age group of 5-15
2. To make them aware, the opportunities like Residential Special Training Centre (RSTC), Non-Residential Special Training Center (NRSTC) surrounding / in the Village to join and mainstream in the age appropriate class. If necessary, to make them to join in such training centers.

(Conted…3)

3. Providing academic guidance by visiting NRSTCs, RSTCs.
4. Attending the SMC / Parent Teacher meetings in the schools concerned and to make a note on the status of the students learning outcomes.
5. Disseminating the academic standards of the students to their parents.
6. Obtaining the list of low performed students from the HM/ Teacher concerned and to play a key role in providing remedial teaching to them.
7. Guiding the SSC failed students in the village for completion of their SSC either mainstream or through APOSS if necessary.
8. If the candidates are not willing to complete their SSC, to guide them for the available skill development courses.
9. Helping in converging the Anganwadi centers and primary school for 100% transition of 5+ aged children from AWCs in to Class I.
10. As there is no door delivery services in School Education department, to ensure that all the students get all the benefits by the Govt. such as NT Books, Uniforms, Mid-Day Meal, sanitary napkins in case of adolescent girls, and bicycles.
11. To play a key role in identifying and finalizing the beneficiary mothers for AMMA VODI programme.

D) Job Chart relating to Housing activities:

1. Survey of households eligible for housing grant and their documentation
2. Selection of eligible beneficiaries as per scheme rules
3. PRA management with grant beneficiaries
4. Encouraging home beneficiaries to build houses
5. Encouraging beneficiaries to build personal toilets along with the home
6. Providing housing beneficiaries with bank openings
7. Submission of a report on the status of housing to the Village Secretariat for further action
8. Coordinating the identification of housing beneficiaries, resolving complaints on grants and integration of other government schemes in housing construction.

Regulatory Roles in Scheduled Areas:

1. Facilitating the applicants to file claims seeking recognition of individual or community forest rights under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006, which is known as Forest Rights Act.
2. Facilitating the aggrieved persons to file appeals under Forest Rights Act against the resolutions passed rejecting the claims either by Gram Sabha or Sub Divisional Level Committee to its next level higher body.
3. Assisting the Scheduled Tribes whose rights have been recognized and vested under the Forest Rights Act, to secure economic benefits of the various schemes of the Government as part of post claim support.
4. Facilitating the community to hold Gram Sabhas under the provisions of Andhra Pradesh Panchayats Extension to Scheduled Areas (PESA) Rules 2011 and also assist the Vice President and Secretaries of Gram Sabhas while discharging their functions.
5. Following up of the resolutions passed by PESA -Gram Sabhas for its implementation with the concerned Village Secretariats or the concerned departments.
6. Playing a bridge role between the Tribal Welfare /Other Departments and PESA-Gram Sabhas in placing the proposals for the consideration of Gram Sabhas or its approval as mandated under the PESA Rules 2011.

(Conted…4)

7. Identifying the illegal land occupations of non tribals and bring such occupations to the notice of Special Deputy Collector(Tribal Welfare) or the Sub Collector or PESA-Gram Sabhas for necessary action under AP Scheduled Area Land Transfer Regulations 1 of 59, as amended by 1 of 70.
8. Helping the tribals to file petitions for prevention of alienation of lands or restoration of any unlawfully alienated land of Scheduled Tribes in the Scheduled Areas.
9. Identifying the money lenders or private money lending agencies that are carrying out business illegally in the Scheduled Areas and bring to the notice of the concerned Sub Collector/Revenue Divisional Officer or Tahsildars or Gram Sabhas for necessary action against them under AP (Scheduled Areas) Money Lenders Rules 1960.

Note: The Welfare and Education Assistant shall attend any other work (which may not be related to their department) as entrusted by the competent authorities as and when required.

R.P.SISODIA
PRINCIPAL SECRETARY TO GOVERNMENT